

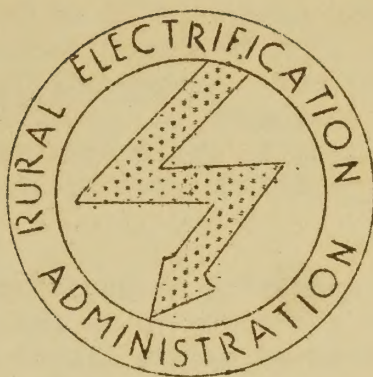
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U. S. Department of Agriculture



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PROCEDURE FOR
INVENTORY OF UNELECTRIFIED FARMS

ISSUED BY:

APPLICATIONS & LOANS DIVISION
U. S. RURAL ELECTRIFICATION ADMINISTRATION
DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

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INVENTORY OF UNELECTRIFIED FARMS

Procedure

The purpose of the inventory is to locate every rural residence, commercial or industrial establishment without central station electric service as of the date of the survey. The availability of service is not a factor to be considered. All unserved homes and establishments are to be spotted on maps regardless of their proximity to existing distribution lines--of all private utilities, public utilities and REA cooperatives.

The inventory must be conducted on a "county line" basis for several reasons: Most maps are set up by counties; it is necessary that established divisions common to all states be used in order to facilitate studies and compilations of the results of this inventory; and the need, in so far as possible, of uniformity on a state basis.

A sufficient number of inventories from "test" counties have been completed and submitted to REA to enable us to prepare a simple and flexible procedure that can be easily adapted to the problems met in the several states. A study of the results of the "test" county surveys brings out the following conclusions:

- (1) We cannot expect complete uniformity in the several states either as to methods or type of map resulting from the same. However, complete uniformity within each state is essential to the program.
- (2) No effort should be made to draw proposed electric lines on the inventory maps. Only lines actually constructed should be shown.
- (3) This inventory can be conducted by local cooperatives. Test counties surveyed by personnel of cooperatives show an approximate cost of 15¢ per mile of road surveyed and mapped.

Procedure - State Mapping Committees

- I. Select the type of county map to be used for the inventory throughout the state.
 - A. Maps obtained from State Highway Commissions or State Planning Boards will generally suffice.
 - B. Advise project superintendents the source of available maps and cost of each. Recommend purchase of at least 3 copies of each county map in the present and proposed cooperative area.

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- II. From experience gained in making inventory of "test" county and with reference to these suggestions, outline procedure to be used by cooperatives in conducting inventory and provide each superintendent with a complete set of instructions. Survey procedure suggested below should be used.
- III. Prepare a list of counties to be inventoried by each cooperative.
 - A.) Where two or more cooperatives have lines in the same county, the state committee shall assign the responsibility of the inventory in this county to one of the cooperatives.
- IV. Each REA cooperative is expected to pay the cost of the inventory in those counties included in the project area.
 - A.) This cost is to be paid out of general funds, which can be reimbursed when said costs are later included in preallotment expense of subsequent applications.
 - B.) In counties where no REA project exists, it is recommended that the State Inventory Committee, in collaboration with REA field men, work out a solution with the respective county commissioners, township trustees or county agent.

Procedure - Cooperative Superintendents

- I. Selection of survey workers.
 - A.) Immediately after receiving maps, project superintendent shall make a selection from the cooperative personnel to conduct the survey. The selection can be made from the following:
 - 1. Superintendent - if he has time for this additional work.
 - 2. Home Electrification Specialist.
 - 3. Right-of-way easement solicitor.
 - 4. Board of Directors.
 - 5. Lineman
- II. Base map shall be checked for accuracy. In most counties this check can be made with the help of the County Agent and the AAA Committeemen, and use of aerial photo maps.
 - A.) Most base highway maps show the location of rural homes and other rural establishments. The map legend is sufficiently complete so that the type of establishment, i.e., home, church, school, etc., can be identified.
- III. After the map is corrected, all energized distribution lines and

transmission lines should be drawn on the map. These lines should be easily identified by corresponding legend.

- A. Information now available for locating the existing power lines on the map in the cooperative office, utility offices or from Public Utility Commissions, should not be wholly relied upon due to considerable rerouting of lines, inadequate records, etc. Where there is any doubt whatsoever, a field check should be made to confirm actual location of these lines.

IV. With base maps corrected, actual field work can be held to a minimum.

- A. All unserved rural establishments along energized lines (cooperative and private utility) should be shown on the map with the proper designation.
- B. All rural establishments not along an existing distribution line can be assumed to be unserved and should be so shown on the map.


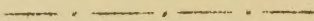
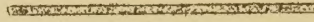
V. Preparation of Maps

- A. Base maps of uniform scale and legend must be used for all counties in state.
- B. In adding to the map data and information resulting from the inventory, a legend that is uniform for the state must be used.
 - 1. If the maps are to be duplicated by mechanical method, an all-black legend must be used.
 - 2. Complete legend must be indicated clearly in the lower corner of each map.
 - 3. The legend suggested below should be changed if it conflicts with that already appearing on the base map.

C. Legend.

1. Legend for distribution lines:

All-black

- a. Existing private utility distribution line 
- b. Existing private utility transmission line 
- c. Existing cooperative line 

2. Legend for unserved rural establishments

- a. Unserved homes from which more than minimum monthly electric use can be expected (X)
- b. Less than existing minimum monthly electric use O
- c. Commercial establishments, churches, etc. (1)

D. Disposition of Maps

1. Immediately after completion, two copies of map should be forwarded to Applications and Loans Division, REA. All pertinent data and information possible should be sent with the maps.
2. At least one copy should be kept in the cooperative files.

VI. General

- A. Inventory to be conducted without regard to lines under preallotment survey, already surveyed, allotted, or under construction contract. This is an inventory of all rural homes and establishments not receiving central station service on the day of the inventory.
- B. The information indicated in the legend set forth above is all that is necessary for REA. Any additional information that the superintendent may desire to include for his own purpose, such as names of unserved individuals, etc., may be shown on the map that is to be retained in the project office. However, it should be kept in mind that including additional items will increase the cost of the inventory.

2. Legend for numbered reply establishments

a. Unnumbered houses from which more than
one reply is received may be
expected

b. Less than existing number monthly
electric use

c. Commercial establishments, churches,
etc.

D. Disposition of maps

1. Immediately after completion, two copies of map should be
forwarded to Applications and Loans Division, REA. All
pertinent data and information possible should be sent
with the maps.

2. At least one copy should be kept in the cooperative files.

VII. General

A. Inventory to be conducted without regard to lines under present
map survey, already surveyed, divided, or under construction.
This is an inventory of all rural houses and outbuild-
ings not receiving central station service on the day of the
inventory.

B. The information indicated in the legend set forth above is all
that is necessary for REA. Any additional information that the
enumeration may desire to include for its own purpose, such
as names of numbered individuals, etc., may be shown on the map
but is to be retained in the project files. However, it should
be kept in mind that retaining additional items will increase the
cost of the inventory.